

## CROOK COUNTY LIBRARY BOARD

August 3, 2016

Sundance Branch Library

The Crook County Library Board met on Wednesday, August 3, 2016 at the Sundance Branch Library. Board members present were Maylee Baron-Kanode, Bob Smith via Facetime, Paulie Jolley, Tami Baron, and Beth Kreuter. Employees present were Jill Mackey, County Library Director, Kim Heaster, Sundance Branch Librarian, Nancy Bowles, Hulett Branch Librarian, and Pam Jespersen, Moorcroft Branch Librarian.

The meeting was called to order by Chairwoman Maylee Baron-Kanode at 1:01 p.m. and began with the Pledge of Allegiance.

The Paulie made a motion to approve the agenda. Beth seconded the motion. Motion carried.

There was neither introductions nor correspondence.

Tami moved, and Paulie seconded a motion to accept the meeting minutes from the regularly scheduled meeting on July 12, 2016. Motion carried.

The checklist of expenditures was reviewed. One voucher was incomplete at the beginning of the meeting due to the lack of a date and an event. The voucher was completed by the end of the regular meeting. Beth (Elizabeth) Kreuter name will be added to a signature card, and Marge Myers will be removed from the signature card at the bank because she is no longer a board member. The checklist was approved.

Jill then gave the treasurer's report. As of July 1, 2016, there was \$243,644.04 in the checking account. After deposits, checks and debits and the 1-year CD, the total operating fund is \$174,538.57. No emergency funds are yet needed to pay bills. Both the checklist and treasurer's report are attached. Paulie moved and Beth seconded to approve the checklist and treasurer's report. Motion carried.

### **Library Reports:**

#### **County Director's Report**

- The meetings and events attended by Jill this month were the July library board and foundation meetings, four commissioner sessions (public budget hearing on 18<sup>th</sup>, elected official reports/policy discussion/library report today)
- She did weekly reading at Assisted Care and Nursing home.
- She had weekly staff meetings in all 3 libraries, branch manager's meeting, Hulett cemetery walk, and a float in fair parade.
- The commissioners are working on a County Property Disposal policy.
- The library foundation this past month received donations & paid out for carpeting & periodicals.
- Jill worked with the county auditor last week and completed the County Library Budget survey for the State library. She is now working on the Survey of County Board Finances report for the state auditor and then the Annual Statistical Report for the State library. She will also be conducting a full equipment/furniture inventory this month at all 3 libraries.

## **Hulett:**

### Hulett Library Report

July 2016

- We had a very successful Summer Reading Program this year. July's events included:

7/5 Lacey Haynes and her roller derby friends gave a demonstration @ the Civic Center

7/7 Cynthia Klinger did a Kanvas & Koolaid. They painted dragonflies and she read a story about a dragonfly

7/12 Myah Cornett gave a gymnastics demonstration. Besides the usual sporting competitions, they also did a color run.

7/14 Game Show Day- played family feud and bingo. Medals were handed out to the top 3 sports winners and a trophy and sports blanket was awarded to the Reader with the most Reading minutes

7/19 Swimming at the Koa and Climbing the Tower with Frank

7/21 Last day ending with a movie (Zootopia) and popcorn

- Book Discussion met on July 11<sup>th</sup>. The book The Guernsey Literary and Potato Peel Society by Mary Ann Shaffer and Annie Barrows was discussed and the book The All-Girl Filling Station's Last Reunion by Fannie Flagg was handed out for next month
- Nancy attended the Board Meeting in Hulett on the 12<sup>th</sup> and the Branch Manager's Meeting in Sundance on the 28<sup>th</sup>.
- Jill did the Cemetery walk @ the Hulett Cemetery on the 28<sup>th</sup>. 17 people attended.
- We are looking into having Wednesday Programs that will showcase some of the local's talents such as crafts etc.

## **Moorcroft:**

### BOARD REPORT JULY 2016

- Jubilee week Lacey and Mandy painted faces on family fun night.
- Lacey had the scholastic book fair during summer reading; unfortunately it was not very successful. We may try a different date or not at all.
- There were 10 programs with 101 kids participating. 96 kids signed up for summer reading, and 47 attended the picnic. They had lots of fun with an obstacle course, and water balloons. Cindy, Mandy, and Lacey manned the picnic and Peggy Fraser sat in the library as I was out of town. On the 11<sup>th</sup> they watched a sports movie with popcorn.
- Mandy had issues getting the book she wanted so finally they will read the An Unfinished Life by Mark Spragg, who is a Wy author. They then watched the movie, which does not end the same as the book!

- Mandy has also been hosting Adult Coloring on the first Wed of the month for the mothers of the story hour kids. She has a table set up with coloring pages with colored pencils, word jumbles and word searches in the adult reading room for our patrons use at all times.
- Cindy is working getting everything in the same location in the JUV. This has been an extreme chore.
- Director station is a fountain of information, which getting easier and easier the more I use it.
- And Lacey has been pulling the K-3's book by book and looking, fixing, and changing their locations. Some day we will get to do inventory.
- Mandy has done a few Webinars as has Lacey.
- Cheryl Rains will be here Friday to sign her book. She wrote the THE HOLY TUDORS.

### **Sundance:**

August 2016

#### Youth news:

- The "On Your Mark, Get Set...READ!" has 74 kids and 8 teenagers signed up.
  - June 14 Bonnie showed The Good Dinosaur. She had 12 kids.
  - We were closed on July 21 for the Teen Putt-Putt Golf building event. We had 13 teens that came and built the 9-hole course and 10 people (kids, teens, and adults) that stopped by on Friday to play the course.
  - The End of Summer Reading Program Picnic and Games will be August 5 from 11:30 to 2:00.
- Bonnie had two storytimes at the Fairgrounds during Fair week. She had 32 kids on Wednesday and 33 kids on Thursday.
- The 1000 Books Before Kindergarten now has 5 kids who have read 1000 books.

#### Adult news:

- The Lunch Bunch reading group is on hiatus for the summer.
- Feeders Readers book discussion group is meeting September 27. They are reading "All The Light We Cannot See" by Anthony Doerr.
- The Friends of the Library next meeting is September 13. Their book sale will be October 3 and 4.
- The adult summer reading program drawing winners were Will Tinsley, T.J. Schrall, Ashley Wood, and Lee Wolen. The grand prize winner was Becca Meisner.

- Our Fair Parade float theme was “Stir Up Your Mind: READ!” and tied into the Fair theme of “Stirrup Country Pride Crook County Wide!”. The Fair parade was July 30 at 10 a.m. We won Reserve Champion!
- We have set up an all-ages coloring station in the library. We have lots of coloring sheets, coloring bookmarks, and colored pencils. It is all in a basket so it can be easily moved if someone needs to use the table.
- Upcoming events:
  - We’ll have an exhibit on the Mercy Train from the Wyoming State Museum during the month of September. It will then go to Moorcroft for October and Hulett for November.
  - Jerry Barlow, Celtic Guitarist, will be here on September 10, at the High School Auditorium.
  - Gene Gade will be doing a program on Friday September 23.
  - The Artmobile from the University of Wyoming Art Museum will be here October 31 through November 4. On October 31 we’ll have a spooky-themed family program at 7 p.m. Tobi Miller, the Sundance schools’ art teacher, will be bringing students here for programs, and Bonnie’s storytime on November 2<sup>nd</sup> will be run by the Artmobile staff. The Artmobile will also be traveling to Hulett and Moorcroft during that week, we are working out those details.
  - Rocky Courchaine will be doing a program sometime in November.

### **Foundation Liaison Report:**

CC Foundation board report from July 21 held in Sundance

---the endowment statements were reviewed---

Action taken---Invest funds from CD #47031(\$123,843.72) in the permanent endowment account with the Wyo Community Foundation and to invest\$36,133.82 in the endowment savings with Edward Jones in the Income Fund of America.

---discussion of spending policy---members are asked to review policies from Sheridan, Natrona ,Niobrara and Laramie counties

---discussion of Endowment party---tabled till Aug meeting

---discussion of fund raisers and events--mystery dinner in Moorcroft

---officers will be elected at August meeting

---decided to let weather be the deciding factor on meeting times from October to March

---meeting dates were changed to August 24 at 5:30 Hulett and September 28 Moorcroft

### **Board Member Report:**

- Tami read a copy of a letter written by the Commissioners to Mayor Sprouls of Moorcroft regarding the decline of the purchase of the Moorcroft Center for \$450,000 as the Moorcroft Library. The town was thinking the Commissioners would counter offer which seems to be the declination of the purchase offer. The Commissioners had originally thought they sent a copy of the letter to us.

- Bob had been in for Trustee Trouble training and learned to do payroll.

### **Old Business:**

- Signature cards will be ready to sign in September. The signature sheets with the correct information will be taken to the bank prior to that time.
- Tami proposed changing the notary policy. If an employee is a notary but ends employment, the employee can then purchase the notary stamp from the library, which at this time pays for the notary public stamp used. At this time, the employee must give the stamp back to the library if employment ends. Tami then moved to change the policy so that an employee who is a notary may purchase the notary stamp from the library at whatever the cost to the library was. Bob seconded, and the motion carried. Tami will put a supplemental page at the end. Every employee will now need to initial and date the policy because it effects all.

### **New Business:**

- After the monthly staff meetings, staff wondered if it was possible to take a field trip to Buffalo, Wyoming, where they have done some remodeling and added an addition to the library. In the past such trips were taken to see how other libraries around the state are set up and how they operate. Tami moved to send staff members to Buffalo on September 26, 2016, to observe. On that date, the libraries will be closed unless subs or volunteers can be obtained. Bob seconded, and motion carried. Jill will email us the specific information when she finds out what is convenient for Buffalo.
- The guidelines need to reflect the change to the hours of operation at the Sundance Library. This has not yet been updated. Tami will resend the guidelines since she did make that change.
- Bonnie and Kim brought to Jill's attention that the Sundance sheds have not been painted since delivery. Rain is causing them to retain moisture. It would not be cost effect for the prisoners to be brought here since the job would not be enough work to justify the trip. This would be considered janitorial or repair. John Mackey would do the painting for \$15 per hour which is less than what has been paid to Josh Idler for chores around the library. Josh seems to get \$18 per job from the county. Jill will get a second quote or estimate since John is a family member. Documentation would be needed for any possible questioning. Tami moved to have Jill accept the lowest bid and email it to us. Paulie seconded it. Motion carried.
- Moorcroft is waiting on Randy to get the sheds to Moorcroft for use. A foundation needs to be laid before the sheds can be set. The sheds have been promised for about four months.
- Perhaps the Foundation could do a fundraiser for Moorcroft since they did one for the carpet in Sundance. All donations to the Foundation are usually earmarked for a specific need or wish, such as periodicals, children's books or memorial funds. The funds are in

particular accounts earmarked for those specific uses.

- Tabled was discussion about the Board self evaluation. Paulie moved to table this item. Tami seconded it. Motion carried.

**Review Yearly Calendar:**

It appears we have taken care of the business for August. The next meeting is in Moorcroft, and Pam will be ready with her “wish list” of library related items.

**Executive Session:** Beth moved and Paulie seconded the motion to go into executive session. Motion carried.

**Adjournment:**

With no further business, the regular meeting was adjourned at 2:07 p.m.

**Next Meeting:** September 7, 2016, Wednesday, at 1:00 in Moorcroft

Respectfully submitted,

Beth Kreuter